



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 13-64**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Financial Management & Comptroller Craftsman	AFSC: 6F0X1	OPEN DATE: 28 MARCH 2013	CLOSE DATE: 27 APRIL 2013
UNIT OF ACTIVITY/DUTY LOCATION: 176th Comptroller Flight, Joint Base Elmendorf Richardson, Alaska		GRADE REQUIREMENT: Minimum: E3 Maximum: E6	
SELECTING SUPERVISOR: SMSgt Zuke	VACANCY: 885187	PHYSICAL PROFILE: PULHES – 333333	

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (**ANY AFSC**)
Area 2 Alaska Air National Guard members (**ANY AFSC**)
Area 3 Nationwide (Military members eligible for membership in to the AKANG **MUST HOLD ADVERTISED AFSC**)
All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Provide financial decision support, services, and resources to support the Air Force's war-fighting mission
- Perform, supervise, manage and direct financial management activities both at home station and deployed locations
- Maintain financial records for pay and travel transactions
- Maintain accounting records and prepares reports
- Determine fund availability and propriety of claims
- Account for and safeguard cash, checks, and other negotiable instruments
- Process commitments and obligations, payments, and collections
- Serve as financial advisor to commanders and resource managers
- Compile, analyze, and summarize data
- Prepare and executes budget execution plans
- Perform audits and implements fraud prevention measures
- Advise, interact and coordinate with organizations on financial matters
- Interpret and supplement financial directives
- Prepare, verify, compute and process, and audit pay transactions
- Process, verify, audit travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers
- Perform follow-up on commitments, outstanding obligations, and processes disbursement and collection transactions
- Disburse, collect, and safeguard cash, negotiable instruments and certified vouchers
- Prepare accountability records and reports
- Determine propriety of funding and certifies fund availability
- Record, reconcile, and verify entries into automated systems based on accounting document
- Certify and process payment and collection vouchers
- Maintain appropriated funds, accounting records, and files
- Schedule, prepare, verify, and submit financial reports
- Provide customer service and financial analysis for various organizations, vendors, and the Air Force Financial Services Center
- Reconcile funding authorities with accounting records
- Analyze accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of Air Force activities
- Develop and compile factors for improved planning, programming and budgeting
- Prepare budgets and execution plans and reports
- Analyze financial execution, identify and explain variances, and prepare narrative justification to support financial requirements
- Review financial data for accuracy and resolves discrepancies
- Receive, reconcile, and distribute funding authorities
- Examine funding and reprogramming actions to determine financial implications
- Review reimbursement program status
- Perform audits and review as required by directives
- Administer the Air Force Management Control Program
- Utilize financial management decision support techniques to deliver sound financial advice to all levels of leadership
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- **SECURITY CLEARANCE – Secret (eligible to obtain)**
- **APTITUDE REQUIREMENT - GENERAL – 57**
- **STRENGTH APTITUDE - Demonstrated by weight lift of 40 LBS**
- No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary, or fraud
- Never received no judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, or burglary or fraud as delineated in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses

See page 2 for Preferred Qualifications and All Required Documents for Considerations

PREFERRED QUALIFICATIONS

➤ Knowledge of fiscal law, accounting and payment principles/procedures, contingency operations, financial management systems, and basic computer applications, pay and travel entitlements, Air Force organization, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles, financial management decision support techniques, visual, oral, and written presentation techniques, and Air Force missions

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800**. Complete applications must be received in HRO office **no later than 1600 or postmarked on or before the closing date**. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-10 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position (Available on <http://dmva.alaska.gov/employment.htm>))
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 30 days)
5. Cover Letter & Resume
6. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
7. Signed Statement of Administrative demotion (Available on <http://dmva.alaska.gov/employment.htm>)
8. Last 3 Enlisted Performance Evaluations (If applicable)
9. CURRENT AGR/Mobility/ADSW Orders (If applicable)
10. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC)
11. Letters of Recommendation will be accepted

****SUBMIT NO STAPLES/NO BINDINGS****

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO
Building 49000 Room D-209, Post Office Box 5800
Joint Base Elmendorf Richardson, AK 99505-5800

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.